



## Printing & Mailing Support I

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### Details

**Job ID :** 320

**Title :** Printing & Mailing Support I

**Job Code :** 406

**Salary :** \$1,667.00 (Monthly)

**Grade :** 4

**Tenured :** YES

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### Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

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### Purpose

RESPONSIBLE FOR OVERSEEING SHIPPING, RECEIPT OF INCOMING DELIVERIES AND CONFERENCE ROOM SET-UP, AND ASSISTING PRINTING AND MAILING SERVICES STAFF WITH VARIOUS DUTIES.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** None

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 50 POUNDS AND STAND FOR LONG PERIODS
- VALID DRIVER'S LICENSE

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### Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

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### Job Duties

- FULFILL REQUESTS FOR FORMS, PRINT ORDERS AND SUPPLIES
- OVERSEE ALL SHIPPING FUNCTIONS
- HANDLE RECEIPT OF ALL DELIVERIES
- OVERSEE MAIN CONFERENCE ROOM SET-UP
- ASSIST WITH PRINTING OPERATIONS AND BINDERY FUNCTIONS
- PROVIDE BACK-UP FOR MAIL HANDLING DUTIES
- ASSIST WITH SHIPPING AND RECEIVING
- PURCHASE AND DELIVER LOCAL SUPPLIES PER AOC DEPARTMENTAL REQUESTS
- PROVIDE DELIVERY SERVICE THROUGHOUT AOC MILLCREEK COMPLEX
- ASSIST WITH CONFERENCE ROOM SET-UP
- OTHER DUTIES AS ASSIGNED